

Card 52
70-1586-7
SECRET

Approved For Release 2004/10/28 : CIA-RDP80M01133A000800090014-7

THE DIRECTOR OF CENTRAL INTELLIGENCE

WASHINGTON, D. C. 20505

9 JUN 1975

MEMORANDUM FOR: UNITED STATES INTELLIGENCE BOARD
INTELLIGENCE RESOURCES ADVISORY COMMITTEE

SUBJECT : FY-1975 KIQ Guidance and Instructions
for Performance Reporting

REFERENCES : A. USIB/IRAC-D-22.1/36, 31 March 1975
B. USIB-M-692, 2 April 1975

1. On 31 March I circulated guidance and proposed instructions for evaluating community performance on KIQs. The performance assessment instructions and forms (Attachment A), which have been amended in light of USIB discussions on 2 April, supersede the proposed instructions attached to Reference A. The amended instructions are to be used in conjunction with the guidance previously provided to report and assess community performance against the FY-75 KIQs. Completed forms will be due 1 August 1975--one month after the close of the fiscal year.

2. With respect to the questions which have been raised about KIQ cost figures, and how they will be used, I believe it is necessary to strike a balance between being overly precise, and being too general. At one extreme, too much precision would be misleading in light of the credibility of obtainable figures. At the other extreme, overly general, and unsystematized cost data would not be helpful in that it would inhibit comparing and contrasting community performance between KIQs and among NFI programs.

3. Sections B and C of the performance reporting instructions describe the procedure for obtaining KIQ production and collection costs. In order to amplify the costing procedures set forth in this portion of the performance reporting instructions, I have also provided as Attachment B a concept and methodology paper on KIQ costing.

25X1

Approved For Release 2004/10/28 : CIA-RDP80M01133A000800090014-7

SECRET

SECRET

Approved For Release 2004/10/28 : CIA-RDP80M01133A000800090014-7

This paper conveys the philosophy and ground rules governing KIQ costing and elaborates the utilization of resultant figures in resources deliberations.

4. Refer any questions on the narrative performance evaluation (Attachment A, Section A) to [redacted] and any questions on the costing process (Attachment A, Sections B & C and Attachment B) to [redacted]

25X1

25X1

SIGNED

W. E. Colby

Attachments
As stated

DCI/IC/MPRRD/R&AB:[redacted]:ms (21 Apr 75)

Distribution:

Orig. - USIB
1 - DCI
1 - DDCI
1 - ER
1 - IC Reg
1 - D/DCI/IC
1 - R&A Reading
1 - R&A Subject
1 - AH Chrono

Approved For Release 2004/10/28 : CIA-RDP80M01133A000800090014-7

SECRET

25X1

Approved For Release 2004/10/28 : CIA-RDP80M01133A000800090014-7

Next 2 Page(s) In Document Exempt

Approved For Release 2004/10/28 : CIA-RDP80M01133A000800090014-7

to be signed for signature

INTELLIGENCE COMMUNITY STAFF

24 APR 1975

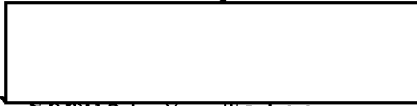
MEMORANDUM FOR: Director of
Central Intelligence

1. This package consists of a promulgation memorandum for signature and two attachments. Paragraph #2 of the memorandum deals with KIQ costs. This subject was raised at the 2 April USIB meeting where you agreed to the preparation of a paper on KIQ costing.

2. The first attachment is specific guidance and instructions for performance reporting against the FY-1975 KIQs. The first section, to be completed by the NIOs, has been fully coordinated with the NIOs. The remaining two sections on KIQ costs are to be completed by the Program Managers.

3. The second attachment is a concept paper on KIQ costing. It provides information on how the cost figures are to be developed and used in Community resource deliberations.

4. I recommend that you sign the memorandum and distribute it along with the instructions and concept paper via USIB/IRAC channels.

LTG 
D/DCI/IC

INFORMATION

INTELLIGENCE COMMUNITY STAFF SUMMARY**INTERNAL COORDINATION****Action Officer: Title and Signature**

Officer	Action	Initials	
	Review	JDE	AC/IC/MPRRD/R&AB
Dr. Clarke	Review		21 April 1975
LTG Wilson	Review		
			Phone Number 7497
			Subject:
			FY-1975 KIQ Guidance and
			Instructions for Performance
			Reporting

Summary

a. Purpose. This document is being transmitted for the DCI's signature.

b. Background. The package (opposite) consists of a promulgation memorandum for signature and two attachments. Paragraph #2 of the memorandum deals with KIQ costs. This subject was raised at the 2 April USIB meeting where the DCI agreed to the preparation of a paper on KIQ costing.

The first attachment is specific guidance and instructions for performance reporting against the FY-1975 KIQs. The first section of the instructions, to be completed by the NIOs, has been fully coordinated with the NIOs. The remaining two sections on KIQ costs are to be completed by the Program Managers.

The second attachment is a concept and methodology paper on KIQ costing. It provides information on how the cost figures are to be developed and used in Community resource deliberations.

According to USIB/IRAC Secretariat, the package is in the proper format for USIB/IRAC distribution. ✓

c. Recommended Action. Signing of the routing slip to the DCI.

SECRET

Approved For Release 2004/10/28 : CIA-RDP80M01133A000800090014-7

KEY INTELLIGENCE QUESTIONS

EVALUATION PROGRAM

SECTION A: PERFORMANCE EVALUATION

A two-part section designed to provide an evaluation by National Intelligence Officers of the Community's performance against each FY 1975 Key Intelligence Question as follows:

Part I: An evaluation for each KIQ on overall performance, as well as performance against each collection/production objective specified in the FY 1975 Strategy Statements.

Part II: An evaluation of the relative contribution of each collection method, and agency, and production program to collection and production against the KIQ.

SECTION B: PRODUCTION PERFORMANCE

A three-part section designed to obtain information from Program Managers on Community production against each FY 1975 Key Intelligence Question as follows:

Part I: An identification of producing entity; product title, date, and type.

Part II: An estimate of the cost of production against the KIQ.

Part III: An identification of problems encountered by production entities that limited their responses to the KIQ.

SECTION C: COLLECTION PERFORMANCE

A two-part section designed to provide information obtained by USIB collection committees from Program Managers on Community collection efforts against each FY 1975 Key Intelligence Question as follows:

SECRET

Approved For Release 2004/10/28 : CIA-RDP80M01133A000800090014-7

SECRET

Part I: An estimate of the cost of collection against the KIQ.

Part II: An identification of problems encountered by collection entities that limited collection processing efforts against the KIQ.

SECRET

SECTION A

PERFORMANCE EVALUATION

25X1

Approved For Release 2004/10/28 : CIA-RDP80M01133A000800090014-7

Next 3 Page(s) In Document Exempt

Approved For Release 2004/10/28 : CIA-RDP80M01133A000800090014-7

SECTION B

PRODUCTION PERFORMANCE

25X1

Approved For Release 2004/10/28 : CIA-RDP80M01133A000800090014-7

Next 6 Page(s) In Document Exempt

Approved For Release 2004/10/28 : CIA-RDP80M01133A000800090014-7

SECTION C

COLLECTION PERFORMANCE

25X1

Approved For Release 2004/10/28 : CIA-RDP80M01133A000800090014-7

Next 9 Page(s) In Document Exempt

Approved For Release 2004/10/28 : CIA-RDP80M01133A000800090014-7